

Summary Minutes

Public Information Officers Committee

Thursday October 16, 2003

<u>Attending Members</u>		<u>Absent Members</u>
Bortolin, Greg	Jacobs, Tom	Bloomstrom, Mark
Candee, Michele	Komac, Mary Ellen	Doherty, John
Chairez, David	Kuckenmeister, Mike	Evans, Kim
Chrystal, Chris	Manning, Jim	Framsted, Martha
Conway, April	Moiola, Teresa	Hobson, Paula Lee
Dehl, Peggy	Rhodes, Karren	Johnson, Freeman
Dixon, Jean	Sargent, Tom	Magruder, Scott
Dunt, Susan	Siracusa, Frank	Ruttan, Ed
Foster, Ed	Sweet, Robin	Toulouse, Kim
Hansen, Anne	<u>Guest</u>	
Harmon, Robert	Martin, Rick	

I. INTRODUCTIONS

Tom Jacobs opened the meeting at 9:35 a.m.
Members in attendance introduced themselves.

II. STOREY COUNTY EXERCISE UPDATE

Chris Chrystal, represented the PIO Committee and attended the Storey County Exercise held on Saturday October 4th. The exercise was conducted at San –Mar distribution Center just over the Washoe County line into Storey County. This was a multi-jurisdictional full-scale exercise. The scenario involved a Sarin Gas release, which entered the building through the ventilation system. There were approximately 50 players involved whom acted as victims, and approximately 30 response agencies from several local and county jurisdictions that participated in this exercise. Decontamination stations were set up, and used as if this were a real-life situation. Chris stated that she felt it was a very good learning experience, and that participation from other members, in the future, should be encouraged.

Chris mentioned a few areas of concern: 1. The response seemed to take longer than it should 2. There was not a staging area set up for the PIO's to gather and share information and 3. Recognizing the people in charge of the exercise was difficult, in that no one was wearing identification tags or markings. She felt these concerns should be mentioned in the Hotwash or the After-Action Reports. Michele Candee will forward these comments and concerns to DEM's exercise officer.

III. TRAINING SCHEDULE

A. EM2000 SOFTWARE TRAINING

We had only five members participate in the first round of EM-2000 training. It was discussed and decided that DEM would prepare an EM-2000 executive summary workshop that would better address the needs of the PIO group and that all members should attend. Michele Candee was asked to set up this training schedule, assign members and send out the notifications.

In addition, the team has requested Incident Command System (ICS) training. ICS training can be offered through DEM, and they have been tasked to accommodate this request.

Greg Bortolin asked for quarterly tabletop exercises. It was mentioned that the first quarterly tabletop could be to exercise the PIO Operations Plan, which was introduced to the committee during this meeting.

B. EMMITSBURG, MARYLAND

Frank Siracusa discussed the Integrated Emergency Management Course (IEMC) that is being held for the City Of Carson in January of 2004 at FEMA's national training center in Emmitsburg, MD. Frank mentioned that there might be spaces available for a few PIO members to attend. Since there will be limited space, the decision of whom will be selected will be the responsibility of the PIO Committee. Michele will research the space availability and assist in the preparation of the applications.

This IEMC for the City Of Carson is not to be confused with the training that is specific to; and requested by the PIO group. DEM is in the process of locating an instructor to conduct the G-290 course, which is a pre-requisite to the advanced PIO training available in Emmitsburg, MD. After securing an instructor, DEM will post the dates and notify the PIO Committee.

C. OPERATIONS PLAN REVIEW

Members received a copy of the Concept of Operations Plan prepared by DEM. Tom Jacobs asked that each member read this document, add their comments, and forward to Michele before the next meeting.

IV. REVIEW MINUTES OF LAST MEETING MINUTES

Minutes were not recorded from last meeting.

A. BINDER HANDOUT UPDATES

- Organizational Chart
- Membership List
- Calendar / needed changes were noted and will be available at next meeting

The updated handouts are to be reviewed for accuracy, and submitted to Michele prior to the next meeting.

V. OPEN DISCUSSION

The need to have a representative from the Department of Information Technology (DOIT) was reiterated when there were questions that involved the State of Nevada Web Master. Tom Jacobs was asked to contact Mark Bloomstrom about having the Web Master attend our next meeting.

Video conferencing for the next meeting has been requested in order to involve the PIO representatives from the South. DEM has been assigned this task.

Greg Bortolin informed the committee of E-briefings from the Governor's Office that are going to be posted every Wednesday. Greg assigned Tom Jacobs to prepare the briefing on behalf of the PIO Committee by Wednesday, October 22. This needs to be three or four paragraphs in length that outlines the mission and responsibilities of this committee.

Frank Siracusa discussed the Capitol Improvement Project (CIP) for the Division of Emergency Management that has been approved. Emergency Management should have a new facility within the next 30 months. The members of the committee were told that their input regarding the configuration of the JIC would be welcomed.

VI. ACTION ITEMS:

Michele will forward Chris's comments to DEM's Exercise Officer

Michele will set up training and assign members for EM-2000

DEM will set up ICS training for the Committee

DEM will research the space availability for the City of Carson's IEMC and notify the committee via email

DEM will locate an instructor for the G-290 pre-requisite course to Emmittsburg

The committee will forward comments on the PIO Operations Plan to Michele

Committee will review binder handouts and provide to Michele prior to the next meeting

Tom Jacobs will contact Mark Bloomstrom in regards to the State Web Master's attendance at our next meeting

DEM will arrange video conferencing for our southern representatives by next meeting

Tom Jacobs will prepare E-briefing on behalf of the PIO committee for the Governor's Office by October 22

ADJOURNMENT:

The next meeting is scheduled for *Thursday November 20, 2003*. With no further business to discuss, the meeting was adjourned at 10:50 a.m.